



## ETV - VIDEOGRAPHER EDITOR

### **CHARACTERISTICS OF WORK:**

This is professional work involving a variety of television production functions in the areas of videography, editing, lighting, and graphic arts. The incumbent uses field video, lighting, and audio equipment to complete assigned projects. Incumbent also completes assigned editing projects. Supervision is received from a supervisor.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university in Radio/Television/Film or a directly related field;

**AND**

#### **Experience:**

One (1) year of experience in work directly related to the described duties.

**OR**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

#### **Experience:**

Five (5) years of experience in work directly related to the described duties.

### **Substitution Statement:**

Directly related education and directly related experience may be substituted on an equal basis.

**Note:**

Portfolio required when contacted for an interview.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Heavy Work:** May frequently exert force equivalent to lifting up to approximately 40 pounds and/or occasionally exert force equivalent to lifting up to approximately 75 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

#### **TECHNICAL COMPETENCIES:**

**Videographer Proficiencies:** The knowledge, skills, abilities, and willingness to prepare for and record assigned projects both on location and in the studio.

Demonstrates knowledge and ability to determine necessary equipment for projects. Demonstrates ability to prepare necessary equipment for project both for recording and transport, if necessary. Communicates effectively with producer to determine optimum camera positions and settings. Demonstrates ability to adjust camera for proper exposure, proper audio level, and shot composition to meet producers' and/or agency's standards. Also, sets up or assists with lighting on location and in studio. Demonstrates willingness to assist production crew with other aspects of production. Properly stores and/or secures equipment. Effectively and timely inspects equipment for any necessary repairs and refers any such repairs to engineering maintenance department. Properly labels all tapes. Demonstrates ability to effectively adapt to various environments as well as various producers'/directors' instructions to effectively produce desired production results.

**Editor Proficiencies:** The knowledge, skills, abilities, and willingness to edit material according to producer's and/or own guidelines and instructions.

Demonstrates ability to effectively assemble and/or log necessary tapes. Demonstrates ability to effectively compile and digitize necessary video/audio according to length and subject matter of program/segment. Demonstrates ability to edit material according to producer's instructions or agency's guidelines. Demonstrates ability and willingness to obtain final approval of edited material from producer prior to airing. Demonstrates ability and willingness to stay abreast of emerging post-production technology.

**Technical Trainer Proficiencies:** The knowledge, skills, abilities, and willingness to train production staff to shoot video and edit material according to agency standards.

Demonstrates ability and willingness to effectively conduct training sessions on how to shoot video using appropriate equipment. Demonstrates ability and willingness to conduct training sessions on field lighting and audio techniques. Demonstrates ability and willingness to conduct training sessions on non-linear editing to conform to agency standards. Demonstrates ability and willingness to conduct training sessions on proper equipment care.

#### **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Prepares, inspects, and operates equipment.
2. Produces and directs.
3. Performs administrative duties.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Prepares field equipment and records videotape projects on location and in-house as assigned.

Operates agency video camera equipment with filters and other special effects, sets up lighting equipment, and operates video editing equipment in editing sessions.

Performs quality recording during production of television projects.

Checks readiness of field equipment for use on location; determines camera position on location by conferring with producer.

Sets up or assists with lighting area on location according to agency standards.

Sets up microphones and cabling for audio recording.

Adjusts video camera for proper exposure, audio level, and shot composition in accordance with agency standards.

Records video and audio according to producer's instruction and agency standards.

Acts in the capacity of a gaffer as required by the demands of the Production Division.

Edits video programs using non-linear editor following written script.

Assists in the training of production staff as required.

Maintains equipment involved in field production.

Completes all forms required by department in a timely manner.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.